

Position Vacancy Announcement

OPEN TO: All Interested Candidates

OPENING DATE: October 12, 2010

CLOSING DATE: When filled

POSITION TITLE: Driver/Household Assistant

WORK HOURS: Full Time: 40 hours per week

BASIC FUNCTION OF THE POSITION:

- Drive the cook/maid to perform shopping duties;
- Assist in special cleaning requirements, such as window cleaning, involving ladders or the moving of heavy furniture or equipment;
- Assist the maid in the routine cleaning of all representational and non-representational areas on a daily basis;
- Perform routine exterior cleaning, including cleaning and maintenance of the swimming pool;
- Assist in the preparation of food and drinks for the household;
- Assist in the preparation of claims for representation events;
- Perform other ORE staff duties as assigned.

QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Minimum of one-year experience in food/beverage service required.
- Candidate must have a private car in good condition, valid personal liability insurance on the vehicle, and hold valid category B driver's license.
- Successful candidate will be subject to a 90 day probationary period.

TO APPLY: The successful applicant must fully meet qualification requirements. Qualified individuals are requested to submit curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item as well as names, contact numbers, and addresses of three professional references.

SUBMIT APPLICATION BY LOCAL POSTAL SERVICES TO:

Human Resources Office
Address: 3 Moyqorghon Street,
5th Block, Yunusobod District, 100093
Fax: 998-71-120-63-35; Email: personnel@usembassy.uz